

**Monday, January 31 - TAG call highlights – NO MEETING SCHEDULED**

**Tuesday, February 1<sup>st</sup> - TAG call highlights**

1. Payer submission of variance application requests (**final notice**) – The variance application review process is intended to facilitate open communications between payers and the Division to document challenges in meeting reporting requirements. On Friday, January 14<sup>th</sup>, payers were asked to submit variance application requests using version 2.1 of the form with as complete and updated information possible. The deadline for submitting variance requests has passed and there are several payers who have yet to meet this requirement. The Division will send notification letters to payers who do not submit updated and complete variance applications by Friday, February 4<sup>th</sup>. Please contact your liaisons immediately if you do not have the most recent version of the variance application (version 2.1).

Guidance for completing the variance request application using version 2.1 -

- Variance applications should be completed or updated using the latest version of the form (version 2.1). This version corresponds to the most recent submission guides updated on December 1, 2010.
- The Division has observed many variance application forms with incomplete fields and explanations for rationale that need more comprehensive descriptions. The Division's goal is to better understand the challenges payers face for specific reporting requirements and a statement such as "Data not available" does not help the Division understand those challenges. Please provide a full explanation for why the data is not available.
- If a payer has submitted a variance application using a previous version, please re-submit with the most recent updates using version 2.1.
- If a payer has not received version 2.1 please contact your liaisons immediately.

Examples of member eligibility filing – The Division addressed a payer's specific questions regarding the reporting of the member eligibility file and has provided the examples below for payers to utilize as a resource. \*Please note, Group Insurance Commission (GIC) contracted carriers are required to report data for GIC members regardless of Massachusetts residency.

Eg) As of January 2011 Member X has been an eligible member for the last 3 years. They moved out of Massachusetts in Feb 2009.

EXAMPLE	EXPECTED FILING
1. December 2010 Member file – filed in January ... Member X appears in file (albeit their State of residence is not MA).	The file should include Member X's Massachusetts address.
2. January 2011 Member file – filed in February... Member X appears in file (albeit their State of residence is not MA).	The file may include Member X's Massachusetts address or the non-Massachusetts address. Either address is acceptable.
3. February 2011 Member file – filed in March... Member X no longer appears	Yes, Member X would no longer appear in the file.

in the eligibility file because they have lapsed past the 24 month rolling base.
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Wednesday, February 2<sup>nd</sup> - TAG call highlights - MEETING CANCELLED due to snowstorm

Thursday, February 3<sup>rd</sup> - TAG call highlights

1. Young J. welcomed everyone to the TAG call and informed payers that meeting highlights from Tuesday, February 1<sup>st</sup> were sent in an email in the morning. He asked payers to pay careful attention to the note highlighting the submission of variance applications using v2.1. He reminded payers that the deadline to submit the most recent and most completed forms had passed. He also stated that the Division would be contacting payers who do not have variance forms submitted by Friday, February 4<sup>th</sup> and encouraged payers to contact their liaisons immediately if they have not received version 2.1 of the variance application.
2. The Division also discussed the variance review process and offers the following items to provide additional guidance:

Overview of the APCD variance review process

- What are the Division's goals for the variance application review process?
  - The Division is committed to using the variance application review process to have an open dialogue with payers and to complete a thorough review of the submitted variance applications and all supporting documents. To accomplish this, the Division will meet with payers to provide technical support, to document submission challenges, and to collaboratively discuss remediation plans that will have a mutually beneficial result. The Division hopes the collaborative discussions and active partnership with payers will lead to a final variance application with a signature from a payer representative that reflects a commitment toward a common agreement for the data submitted through 2011.
- What is the difference between version 2.0 and 2.1 of the variance application?
  - There were some additional changes to the submission guides from V2.0 to V2.1 (dated December 1, 2010) and the variance request forms were updated to align with the latest version of the submission guides. The changes are reflected in the beginning of the submission guides.
- Are payers required to submit data while the variance applications are being reviewed?
  - Payers should utilize the production files submitted by February 28<sup>th</sup> as well as the monthly submission for March, April, and May 2011 to assist in the completion of the variance application and to

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facilitate constructive dialogue with the liaisons about proposed thresholds and remediation plans. All production files will be measured against only the final certified and approved variances.

- Can payers resubmit an updated variance application request?
    - The Division encourages payers to utilize the results of the edit reports from test and production files to inform the completion of the variance applications. Therefore, the Division anticipates payers will update and resubmit variance request applications several times before the variance application review process is complete. Payers may resubmit variance applications before and after February 28<sup>th</sup>.
  - Are certified signatures required with each updated submission of the variance application?
    - Only the final certified and approved variance application will require a certified signature. The Division will provide payers with greater detail about the process and requirements for submitting the variance application with certified signature soon.
  - When will payers be notified of the variance approval?
    - The Division believes payers who are actively engaged with submitting production data, updating variance application requests, and maintaining open communication with the Division should have a completed and mutually agreed upon variance application no later than May 31, 2011.
3. The Division addressed other payer specific technical questions.
  4. With no other questions to address, the Division concluded the meeting at 2:45pm.

### Friday, February 4<sup>th</sup> - TAG call highlights

1. The Division welcomed payers to the TAG call and asked everyone to review the meeting highlights from Thursday, February 3<sup>rd</sup> paying particular attention to the overview of the variance review process. Young J. also reminded everyone that the Division will be sending notifications to payers who do not submit variance request applications by Friday, February 4<sup>th</sup>.
2. The Division addressed other payer specific technical questions.
3. With no other questions to address, the Division concluded the meeting at 2:30pm.